



## WATER RESOURCE PROGRAM

### HYDRO-GEOLOGIST

**INTRODUCTION:** This position is responsible for performing administrative and technical duties in the area of ground water and surface water hydrology requiring knowledge in geology, geomorphology, and chemistry in support of the Water Resources Program. The incumbent performs duties of considerable difficulty and complexity requiring working knowledge of tribal, state & federal policies, procedures, rules & regulations.

**DUTIES:** (The following examples of duties are intended to be illustrative only and are not intended to be all-inclusive or restrictive)

1. Conducts and/or supervises the collection of hydrologic data such as water quality parameters, water quality samples, water level data, spring discharge data, and surface water discharge data.
2. Conducts field investigations to compile surface and groundwater quality information for municipal, industrial, livestock and irrigation use; prepares surface and groundwater field investigations to determine water budgets, rainfall and runoff analysis, storm and flood frequency, duration, routing, unit hydrographs, and water quality assessments.
3. Monitors and provides oversight of water well construction to ensure compliance with the Hopi Tribe's Water Code.
4. Prepares and submits program proposals, contracts, budgets, contract/budget modifications/amendments and required statistical activity and narrative reports to the supervisor, Hopi Tribe and funding agency(ies).
5. Performs other duties as assigned or authorized to achieve program goals and objectives.

**COMPLEXITY:** The work typically includes varied duties requiring different and related processes and methods. Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach, and incomplete or conflicting data. The work requires making many decisions concerning such things as the interpretation of considerable data, planning of the work or refining the methods or techniques to be used.

**SUPERVISION RECEIVED:** The incumbent is under general supervision and line authority of the Water Resources Director. The incumbent and supervisor, in consultation, define the objectives, priorities and deadlines. The incumbent plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness and conformity to policy and requirements.

**PERSONAL CONTACTS:** Contacts are with employees within/outside the immediate work area, Tribal Council, village officials, related tribal, state & federal agencies and the general public. The purpose of these contacts is to exchange factual information, coordinate/negotiate cooperative work efforts and provide assistance on matters or issues related to water resource management.

**PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:** The work is performed in a standard office environment and out in the field. Fieldwork requires physical exertion such as long periods of walking, bending, stooping, crouching and traveling over uneven, rough terrain in varying weather conditions. Protective clothing and gear appropriate to the environment is required. Travel on and off the reservation is required.

**MINIMUM QUALIFICATIONS:**

1. Required Education, Training and Experience:
  - A. Education : Master's Degree in Geology, Hydrology, Civil Engineering or related field;

AND

- B. Training : Training in the collection and interpretation of water quality field parameters and water quality samples; in the collection and interpretation of ground water hydraulic information; in the collection and interpretation of surface water discharge records.

AND

- C. Experience: Four (4) years of progressively responsible professional level hydrology experience;

OR

- D. Any equivalent combination of Education, Training, and Experience that demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

Knowledge of the age, composition, structure, and depositional environments of the geologic strata that comprise the hydrogeologic system on the Hopi Reservation  
Knowledge of professional hydrology and hydrogeology methods, practices, and procedures  
Knowledge of computer hardware, software and peripherals  
Knowledge of Global Positioning and Geographical Information Systems methods, applications, and procedures

B. Skills:

Excellent verbal and written communication skills, i.e., expert testimony, research, reports, grant proposals, etc  
Skill in prioritizing, scheduling, assigning reviewing and evaluating work  
Skill in investigating and accurately interpreting information related to compliance or protection of water resources  
Skill in utilizing public relations/customer service techniques when responding to inquiries, requests and complaints  
Skill in coordinating projects with multiple public and private entities.

C. Abilities:

Ability to make independent, scientific decisions based on sound professional judgment  
Ability to work independently towards meeting established program goals  
Ability to prepare proposals, grants, and technical reports  
Ability to establish and maintain effective professional working relationships with others

**NECESSARY REQUIREMENTS:**

1. Possess valid Arizona Driver's License and complete/pass the Hopi Tribes' Defensive Driving Course.
2. Must complete and pass the pre-employment screening process (includes a background investigation and fingerprint check) in accordance with the Hopi Tribal Policy.

REVIEWED BY: \_\_\_\_\_

Hiring Authority

06/07/10

Date

APPROVED BY: \_\_\_\_\_

Personnel Director

6/10/2010

Date

**SENSITIVE - SALARIED**

Range 60

05/2010(nfp)